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Civil Engineering

**MANAGEMENT AND REPORTING OF AIR
FORCE SPACE AND BUILDING SERVICES IN
GSA AND OSD-CONTROLLED FACILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction explains how to acquire, control, and make effective use of federally-owned and federally-leased facility space by Department of the Air Force offices located in the National Capital Region (NCR); sets the policy for making building alterations, providing maintenance services, establishing interior furnishing standards, and moving offices within HQ USAF. It implements: DoD Instruction (DoDI) 5305.5, Space Management Procedures, National Capital Region, June 14, 1999; DoD Instruction 5030.60, Reimbursable Work Authorization Procedures for Washington Headquarters Service (WHS) Operated Facilities, September 17, 1993; DoD Instruction 5305.4, Administrative Space Report, National Capital Region (NCR), February 15, 1977; and, the Federal Property Management Regulation (FPMR) Temporary Regulation D-76. This instruction also prescribes policy and procedures for reporting use of administrative space in the NCR by all headquarters, departmental and field elements, and major commands and agencies of the Air Force residing in the NCR (excluding agencies of the Air National Guard).

This instruction applies to the Headquarters, Department of the Air Force (Secretariat and Air Staff), and assigned tenant organizations.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Updates space allowances in the NCR to comply with changes made in DoDI 5305.5. Updates office symbols and organizational names. Adds the procedure for applying for exhibits and displays in the Pentagon. Incorporates the text of AFI 38-207 into this instruction.

1. Responsibility for Space Matters. The Space Management Team Leader, Facilities Support Division, Office of the Administrative Assistant (SAF/AAOF), is the NCR Space Coordinator for General Services Administration (GSA)-owned and -leased space as well as Pentagon space controlled by OSD and assigned to the Air Force. The coordinator's duties include:

- 1.1. Conducting and coordinating space requirements and utilization surveys and taking necessary action to insure full and efficient use of assigned administrative space including releasing space assigned by WHS to the Air Force when Air Force Programs are curtailed or discontinued.
- 1.2. Preparing and submitting documentation with justifications and certifications for initial, expansion, and continuing need space requests and requirements to WHS.
- 1.3. Preparing and submitting the Administrative Space Report, National Capital Region, and program information as required by DoDI 5305.4 and as directed by WHS.
- 1.4. Reviewing and making changes to floor plans to adjust interior arrangements or modify the physical layout of an existing facility, so the space may be used more effectively. This includes rearranging or installing interior partitions, air conditioning, heating systems, electrical facilities, etc.
- 1.5. Maintaining current floor space Demonstration-Validation (DEM-VAL) sheets on all tenant organizations. DEM-VALs use current, funded manpower billets, floor space allowances, and current floor space occupied to determine whether those organizations are above, below or at their correct space authorization. The Facilities Space Executive Oversight Board (EOB) uses the DEM-VAL sheets to formulate sensible and fair solutions to valid requests for Pentagon space.

2. Requesting Space. Requests for additional space are sent to SAF/AAOF. Each request must be based on the space allowance criteria listed in attachment 2, and must be accompanied by DD Forms 1450, **DoD Space Requirements Data Part I - Summary** and 1450-1, **DoD Space Requirements Data Part II - Detailed Space Requirements**. Air Force agencies occupying leased space, or space on military installations, may be subject to space allocation criteria established by GSA or that particular installation. Major staff offices expanding or modifying existing organizations should review all space assigned to those elements within their organizations and make internal adjustments of office space before requesting additional space. Mutual exchange of space between major staff offices or comparable offices is encouraged. Such exchanges must be coordinated and approved by the EOB.

3. Activities Relocating To or Within the NCR:

3.1. Congressional and Air Force Limitations. In the NCR, Congress closely scrutinizes the size of the Service population, the amount of leased space and space availability on military installations. Since 1991, Department of Defense Appropriations Acts have limited the use of funds to relocate an organization, unit, or activity into or within the NCR. Currently, the limitation is \$500,000. For waivers to this restriction, the Secretary of Defense (SECDEF) must certify to the House and Senate Appropriations Committee chairs that the relocation is in the best interest of the Government. Since the Air Force has a limited supply of administrative space in the NCR, allocation of that space must be performed judiciously according to mission needs. The Air Force will limit the number of organizations and manpower authorizations assigned within the NCR to the absolute minimum. Air Force activities reside in the NCR when they:

- 3.1.1. Have been so directed to meet the needs of the President, the Congress, or agency heads.
- 3.1.2. Establish national policies or develop programs for nationwide application.
- 3.1.3. Coordinate, work or communicate with other headquarters agencies, the Congress, or other Government organizations located in the NCR.
- 3.1.4. Provide direct support to the Air Staff and Secretariat.

3.2. Relocation Requirements. Air Force activities proposing to relocate into the NCR or change their manpower authorizations within the NCR must coordinate their request through command channels. Submit requests to the appropriate Headquarters, Department of the Air Force (DAF) office. Include the following:

- 3.2.1. Level of the organization, such as, flight, squadron, or office.
- 3.2.2. Extent of adverse impacts experienced at present locations.
- 3.2.3. Reason for relocating into the NCR.
- 3.2.4. Savings anticipated by relocation.
- 3.2.5. Estimated cost of the move and source of funds. If the cost exceeds the \$500,000 limitation, the Headquarters DAF office is responsible for obtaining the certification from the SECDEF to the House and Senate Appropriations Committee chairs that the move is in the best interest of the Government. SAF/LL and SAF/FML can provide assistance in this process.
- 3.2.6. Amount of square feet the activity needs.
- 3.2.7. Number of manpower authorizations and Air Force Specialty Code (AFSC).
- 3.2.8. Number of people relocating with their grades and AFSCs. (For the Air Reserve Component, estimate the number of people relocating, excluding grades and specialty codes.)

3.3. Responsibilities:

3.3.1. The sponsoring Headquarters DAF office:

- 3.3.1.1. Prepares all documentation/requests to relocate Air Force activities to the NCR and requests to change manpower authorizations to activities currently located in the NCR.
- 3.3.1.2. Coordinate requests with the appropriate Headquarters DAF offices prior to Air Force Chief of Staff and Secretary of the Air Force approval. Coordination MUST Include SAF/AA, SAF/LL, SAF/FM, and HQ 11WG/XPM.

3.3.2. The Office of the Administrative Assistant to the Secretary of the Air Force, Facilities Support Division (SAF/AAOF):

- 3.3.2.1. Advises in the preparation of requests to relocate Air Force activities into or within the NCR on floor space issues.
- 3.3.2.2. Coordinates requests with the Facilities Space Executive Oversight Board (EOB). The EOB is the Air Force forum to review and resolve floor space issues in the NCR.

3.3.3. The Headquarters 11th Wing, Directorate of Plans and Programs, Manpower Division (11 WG/XPM) advises on manpower authorization issues in the preparation of requests to relocate Air Force activities to the NCR.

4. Reorganization, Downsizing or Elimination of Air Force Programs:

4.1. When reorganization of a program results in the reallocation of personnel from one organization to another, the losing organization must transfer to the gaining unit the required amount of space to properly house personnel and associated equipment and notify SAF/AAOF when a space transfer has occurred.

4.2. When Air Force programs are merged, modified, or eliminated, the Space Management Team leader must recover, reassign, or turn-in administrative space no longer required.

5. Surveying Space. The NCR Space Coordinator, SAF/AAOF, periodically surveys all space to ensure space is properly used according to current DoDI 5305.5 and GSA standards (FPMR 101-17).

6. Responsibility for Reporting Administrative Space. SAF/AAOF is responsible for compiling, consolidating and submitting the Administrative Space Report to the Office of the Secretary of Defense for every Air Force activity occupying space in the National Capital Region within 30 days after the end of each report period.

7. Space Coordination, Reallocation and Utilization Board (SCRUB). This board was established in March 1991 by joint order of SAF/US and AF/CV. It is chaired by SAF/AAOF.

7.1. Each major staff office must appoint an individual to serve as a SCRUB representative. Provide names of appointees to SAF/AAOF.

7.2. The original purpose of the board was to advise the EOB on space allocation proposals. The role of the forum and the individual members has expanded significantly due to the Pentagon Renovation Program. A summary of the duties and responsibilities of board members follows:

7.2.1. Represents their major staff office in all negotiations for space adjustments--maintain space inventory sheets.

7.2.2. Serves as primary conduit of Pentagon Renovation information to and from their organization.

7.2.3. Collects and provides Pentagon Renovation planning data upon request.

7.2.4. Coordinates Pentagon Renovation Program related move planning and execution for their organization.

7.2.5. Serves on Pentagon Renovation planning and problem solving teams (e.g., Process Action Teams) with other SCRUB members.

8. Rules of Engagement (ROE) for Space Allocation and Alterations. The EOB established these rules for use by tenant organizations in the Pentagon, and are re-validated at the call of the EOB.

8.1. Space Priority ROE is as follows:

8.1.1. High Priority:

8.1.1.1. HQ USAF

8.1.1.2. Direct support organizations to the HQ USAF: Air Force Operations Group, National Air Intelligence Center, Air Force Pentagon Communications Agency, 11th Wing, etc.

8.1.1.3. Other mission requirements (Mail/Dining Rooms)

8.1.2. No Priority (unless validated otherwise)

8.1.2.1. Loaned authorizations

8.1.2.2. Short term study groups

8.1.2.3. Others (Palace Acquire, contract personnel, Foreign Exchange and Career Broadening Officers, etc.).

8.1.3. Space Allowance ROE: Air Force-specific space allowances are shown in the Table at Attachment 2. Depending upon where the space requirement exists will determine which space allowance numbers are used. The allowances specified in DoDI 5305.5 apply to space in the NCR outside of the Pentagon. The EOB numbers apply to existing Air Force space in unrenovated Pentagon and the PURDI (Pentagon Users Requirements Database) column applies to renovated Pentagon space.

8.2. ROE for Facility Alterations. Because alterations to the “unrenovated” Pentagon will only be in place a short time before renovation begins, the cost effectiveness of alterations must be considered. Therefore, all requests for alterations costing more than \$3,000 will be reviewed by SAF/AAOF and validated by the EOB. The Pentagon Renovation Office (PRO) will also review these alteration requests, after Air Force endorsement. Some of the restrictions are (see Attachment 3):

8.2.1. No hallway upgrades.

8.2.2. No wall-mounted acoustical panels (such as sound soak).

8.2.3. Minimize interior wall construction.

8.2.4. Use systems furniture in lieu of traditional freestanding furnishings.

8.2.5. Minimize costs/impacts on Sensitive Compartmented Information Facilities (SCIFs) and communications-computer systems.

8.3. ROE for Cable Television:

8.3.1. General Officer and equivalent civilians are automatically approved for installation of cable television service. All other requests not endorsed by a General Officer or equivalent civilian must be justified on a case-by-case basis. Submit all requests to 11CS/SCU for processing (e.g., site surveys, scheduling installation, etc.). 11 CS/SCU will send the “not endorsed” requests to the EOB for review and approval/disapproval. 11 CS/SCU forwards approved requests to NISA-P for cable installations in the Pentagon and other NISA-P-supported facilities. The 11 CS/SCU will return approved requests to the requesting office for other leased space facilities for follow-on action. This includes ordering service from a local cable service provider through their supply provider. In leased space requiring local cable company support, the Air Staff and Secretariat Level B offices shall submit an AFHQ Form 51, **Request for Supply Services** to the 11 SUPS/OL-P. For Secretariat Level A offices requiring local cable company support in leased space, submit the request to SAF/AAOF (Supply).

8.3.2. Any office that currently has service and is relocating, to include renovation-related forced moves, is required to rejustify cable service.

9. Construction Coordinator. Each major staff office must appoint an individual to serve as the Construction Coordinator. Provide names of appointees to SAF/AAOF. The Construction Coordinator reviews and approves requests for alterations within their organization, and submits them to SAF/AAOF for action.

10. Requesting Alterations. SAF/AAOF acts as a liaison between Air Force organizations and the Washington Headquarters Services, Real Estate and Facilities Directorate, Federal Facilities Division

and/or Space Policy and Acquisition Division (WHS RE&F FFD, and/or SPAD). SAF/AAOF is the focal point for all requests for modifications or renovations of Air Force space in the Pentagon and in leased space in the NCR. Submit requests for alterations via an AF Form 332, to SAF/AAOF. If assistance is required, contact SAF/AAOF at 697-8222.

10.1. GSA Standard Construction. For leased space, standard GSA construction methods and materials must be used throughout DoD-occupied space, except in special areas where functional needs justify deviation from these standards.

10.2. Pentagon Space Alterations. Alterations will comply with the latest revision of the Pentagon Alterations Policy set forth by WHS and the Pentagon Renovation Office. As of October 1, 1993, this policy incorporates the criteria listed in Attachment 2 on all requests for Pentagon alterations.

10.3. Temporary, Leased, and Obsolete Buildings. Only minimum essential alterations are made in temporary, leased, and obsolete buildings, consistent with terms of the leases or with the projected life span of these buildings. Special facilities, such as auditoriums, briefing rooms, communications-computer systems facilities, must not be constructed or installed without WHS approval.

10.4. Special Use Areas. Construction requirements for mailrooms, copy centers, server rooms, etc., will be coordinated individually through SAF/AAOF.

11. Funding of Space Alterations and Other Reimbursable Services. Funding for space alterations and other reimbursable services is provided by SAF/AAOF as the current year budget allows. Organizations not falling under operating agency code (OAC) 43 (e.g., AFCIC and AFFMA) are responsible for providing funds for costs that exceed \$3,000 in the Pentagon and all costs in leased space in the NCR. Agencies WILL NOT split work requests for the purpose of meeting the minor construction cost ceiling criteria.

12. Appeals. Requests for alterations not meeting the criteria in this instruction will be disapproved. Your focal point may appeal a decision if justified as mission essential. Appeals must include a detailed description of the proposed alteration and the rationale for requesting an appeal. The staff agency head must sign all appeal requests. Submit the appeal to SAF/AAOF for presentation to the EOB. In those instances where Air Force leadership believes the project is valid, but approval authority does not rest with the Air Force, the EOB will forward the request to the final appeal authority, Office of the Secretary of Defense, Director, Administration and Management, for reconsideration.

13. Duration. This alteration review process shall remain in effect until the Pentagon Renovation Program is completed.

14. Building Maintenance and Services:

14.1. The Pentagon Building Management Office (PBMO) is responsible for normal day-to-day facility maintenance. If a building structure or support system problem occurs, contact the PBMO Help Desk directly at (703) 614-1597. Some examples of PBMO services and responsibilities are:

14.1.1. Maintaining proper heating, cooling and utility services on a standard one-shift (0600-1800), five-day per week operation.

14.1.2. Replacing light bulbs/tubes ((703) 697-1561).

14.1.3. Replacing faulty electrical outlets/resetting tripped circuit breakers.

14.1.4. Replacing broken window glass.

14.1.5. Repairing water leaks.

14.1.6. Maintaining common areas such as bathrooms, corridors, etc.

14.2. For leased space problems, report them to the appropriate building manager/building administrator.

15. Furniture and Interior Finishes Standards. Interior finish standards have been established to provide an aesthetic continuity within all Air Force offices. All color selections (paint, stain, draperies, etc.) and systems furniture purchases will be coordinated through SAF/AAOF. All finishes will be evaluated by SAF/AAOF to determine if replacement is required. Standards are:

15.1. General Officer and Equivalent Suites:

15.1.1. Walls: Painted, standard neutral color (e.g., Whisper Gray), semi-gloss.

15.1.2. Trim: Painted, standard neutral color matching wall color, high gloss.

15.1.3. Chair Rail Painted, standard neutral color matching wall color, executive three-piece chair rail, high gloss.

15.1.4. Floors: Carpet, broadloom, plush cut pile (selection is limited to in-stock carpet).

15.1.5. Windows: Side Panels with straight upholstered cornice, 2" horizontal blinds, white (or building standard in leased space).

15.1.6. Furniture: Free standing P-1 traditional wood desks, credenzas, etc. Executive systems furniture with woodwork surfaces and trim may be used if required to accommodate the occupants of a space. Systems furniture will conform to the standard established for each directorate.

15.2. All Other Office Areas:

15.2.1. Walls: Painted with solid color, semi-gloss.

15.2.2. Trim: Painted to match walls, semi-gloss. No chair rail.

15.2.3. Floors: Carpet tiles (selection is limited to in-stock carpet tiles).

15.2.4. Windows: 2" horizontal blinds, white (or building standard).

15.2.5. Furniture: Systems furniture with laminated work surfaces, painted trim, fabric or hard surface overhead storage doors. Furniture will conform to the criteria established for each directorate (e.g., color and manufacturer).

15.3. Conference rooms: General Officer Suite finishes will be applied to conference rooms that are designated as the Conference Room for the Major Staff Office, are used by the entire organization, and are open to other DoD components. All other conference rooms/meeting areas will have finishes equal to 'all other office areas' stated above.

16. Carpet:

16.1. In "unrenovated" Pentagon spaces, submit requests for new carpet (carpet replacement) or carpet cleaning to SAF/AAOF on an AF Form 332, **Base Civil Engineer Work Request**. Carpet replacement funding will be in accordance with paragraph 11.

16.2. In leased space, carpet is normally replaced and the space is painted by the building owner at each lease signing. Submit requests for other carpet cleanings to SAF/AAOF on an AF Form 332, **Base Civil Engineer Work Request**.

16.3. In “renovated” Pentagon space, the WHS Federal Facilities Division (FFD) shampoos tenant spaces on a biyearly basis. They will spot clean carpets on an as needed basis to remove unsightly spots and stains. The repair and replacement of all carpet in agency assigned space is the responsibility of FFD, except that the repair, replacement, additions or modification of carpet necessitated as a result of tenant caused damage or agency requested space alterations will be the responsibility of the tenant. Subject to the availability of funds, FFD will replace carpet on a schedule with the wear profile exhibited by the individual carpet(s).

17. Bulletin and Director Boards, Hallway Displays, and Exhibits:

17.1. Due to the Pentagon Renovation, the EOB imposed limits on hallway displays including construction and installation of organizational displays.

17.1.1. Submit all organizational hallway display requests on an AF Form 332, **Base Civil Engineer Work Request**, to SAF/AAOF. Approval authority must be obtained from the EOB prior to any submission to the Pentagon Building Management Office (PBMO).

17.1.2. The Air Force Media Services Office (11 CS/SCU) is the primary point of contact for all display designs, fabrication and installation, except for those organizations with dedicated Graphics Offices. These are AF/XO (XOSG), AF/IL (ILEEG) and AIA (NAIC/IA). The Graphics offices will work with Tenants to develop a conceptual design/sketch with specifications. The basic display panel specifications are as follows:

Height: Not to exceed 96”, each

Width: Not to exceed 48”, each

Depth: Objects protruding from wall with their leading edges between 27” and 80” above the finished floor (AFF) shall protrude no more than 4” into walks, halls, corridors, passageways, or aisles. Objects mounted with their leading edges at or below 27” AFF may protrude any amount. Protruding objects shall not reduce the clear width of an accessible route or maneuvering space.

Construction: Lightweight Graphics Substrate (e.g., gatorboard, foamcore, etc.)

Mounting: Removable

Lighting & Electrical: Normally not authorized

Content: Customer defined

17.1.3. Submit a PBMO-provided application, **Application/Permit for Use of Space on the Pentagon Reservation**, to SAF/AAOF when requesting a permit for a new or relocated permanent or temporary exhibit or nonstandard signs. (Temporary exhibits (e.g., posters) and requests to have ceremonies at special Pentagon locations (e.g., promotion ceremonies at the Hall of Heroes) do not require review by SAF/AAOF and those requests should be submitted directly to PBMO.) SAF/AAOF will send PBMO a transmittal memorandum with the following information: brief

narrative description of the exhibit, a statement of how the exhibit is in the best interest of the Government and its relationship to the DoD mission and the Air Force mission, certification that the Air Force will bear the financial responsibility of maintaining the exhibit and expense of repairs associated with its removal, points of contact for the sponsoring and requesting agencies, and, drawings, photographs or other descriptive material of the exhibit and its proposed location. The WHS Real Estate and Facilities' Pentagon Corridor Committee will review the permit application. Within approximately three weeks the Committee will make a favorable ruling or decline the request. If applicable and upon approval of the application, the Air Force Media Services Office, or the other Graphics offices, will complete the design and coordinate the installation of the display with SAF/AAOF prior to the installation.

17.2. In the Renovated sections of the Pentagon, space for artwork and displays in public areas will be somewhat limited. Due to the limited space, the Air Force will be assigned artwork or display space in areas populated by our tenants in the B, C, D, and E-rings. Assignment of A-ring space will be based on availability. The E-ring will have space to display flat objects (such as artwork, flags, etc.) as well as shallow three-dimensional objects. The A-ring will accommodate flat displays and larger three-dimensional displays. For tenant owned displays in public areas, the tenant agency must purchase display cases as designed by PRO to achieve a cohesive design throughout the renovated Pentagon.

17.3. For leased space in the NCR, contact the appropriate building administrator/building manager for guidance. If construction services are required, submit the requirement on AF Form 332, **Base Civil Engineer Work Request**, to SAF/AAOF.

17.4. Hallway Wood Paneling is allowed for DCSs and equivalent civilians, and for Major Staff Office Heads located on the E-Ring (applies only to "unrenovated" Pentagon hallway walls) which encompass the entry into the Office Head's suite. Submit the requirement on AF Form 332, **Base Civil Engineer Work Request**, to SAF/AAOF.

17.4.1. Construction: Paneling will be "board and batten" style which consists of Oak slats, 2 3/4" wide by 1/2" thick mounted with 1 3/4" between slats on a 1 3/4" thick Birch backboard with a 6"-wide baseboard with 1/2" shoe moulding at the floor and a 3" top cap at the ceiling.

17.4.2. Finish: All components will be stained dark Oak.

17.4.3. Dimension: Length should not exceed 27 linear feet (including the entry door). Height will be floor to ceiling.

18. Pentagon Renovation Plan. The goal of the Pentagon Renovation Program is to: correct health, fire, and life safety deficiencies; remove hazardous materials like asbestos and lead-base paint; replace severely defective basement floor slabs; construct a Mezzanine; meet Americans with Disabilities Act (ADA) requirements and life safety codes; and, transform the Pentagon Reservation, including the site and building into a modern, efficient facility for the twenty-first century. The construction of a new Heating and Refrigeration Plant and the renovation of the existing Pentagon building will accomplish this. The building renovation will demolish the building systems and partitions in phased construction increments. The Pentagon Renovation Program will be accomplished in phases over a multiple year period. SAF/AAOF is the Air Force focal point for coordinating Pentagon Renovation matters.

19. Moving Offices. Once located within the Pentagon or leased space within the NCR, there may be an instance where the organization would be required to relocate either permanently or temporarily. At this point, 11 SUPS/OL-P (Supply) will advise organizations on how to establish requirements to ensure timely movement of equipment and furniture. Air Staff and Secretariat Level B offices should submit an AFHQ Form 126, **Request for Move**, to 11 SUPS/OL-P while the Secretariat Level A offices submit their requirement to SAF/AAOF (Supply). If systems furniture is being moved, the organization will submit their requirement on an AF Form 332, **Base Civil Engineer Work Request**, to SAF/AAOF.

20. Form Prescribed:

- 20.1. AF Form 332, **Base Civil Engineer Work Request**.
- 20.2. AFHQ Form 51, **Request for Space Services**.
- 20.3. AFHQ Form 126, **Request for Move**.

JOHN W. HANDY, Lt General, USAF
DCS/Installations & Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Instruction 5030.60, Reimbursable Work Authorization Procedures for the Washington Headquarters Service (WHS) Operated Facilities

DoD Instruction 5305.4, Administrative Space Report, National Capital Region

DoD Instruction 5305.5, Space Management Procedures, National Capital Region

Federal Property Management Regulation, Temporary Regulation D-76

Abbreviations and Acronyms

AF—Air Force

AFHQ—Air Force Headquarters

AFI—Air Force Instruction

AFSC—Air Force Specialty Code

CFR—Code of Federal Regulations

DAF—Department of the Air Force

DCS—Deputy Chief of Staff

DD—Defense Department

Dem-Val—Demonstration-Validation of Space

DoD—Department of Defense

DoDI—Department of Defense Instruction

EOB—Executive Oversight Board

FFD—Federal Facilities Division

FPMR—Federal Property Management Regulation

GSA—General Services Administration

HQ—Headquarters

LF—Linear Feet

Level A—All Secretariat Offices EXCEPT SAF/FM, SAF/IA, SAF/IG, SAF/LL, and SAF/PA

Level B—SAF/FM, SAF/IA, SAF/IG, SAF/LL and SAF/PA

NCR—National Capital Region

OSAF—Office of the Secretary of the Air Force

OSD—Office of the Secretary of Defense

PBMO—Pentagon Building Management Office

PRO—Pentagon Renovation Office

ROE—Rules of Engagement

SECDEF—Secretary of Defense

SF—Square Feet

SCIFs—Sensitive Compartmented Information Facilities

SCRUB—Space Coordination, Reallocation and Utilization Board

SPAD—Space Policy and Acquisition Division

USAF—United States Air Force

WHS—Washington Headquarters Services

Terms

Administrative Support Space—All office areas not classified either as a private or an open workstation. Examples include rooms used for conference, mail distribution, training, file storage, reception, duplication, supply, libraries (except fixed stacks), etc.

Communication Systems—Systems that consist of senders (such as telephones, faxes), physical channels (such as switches and wires), and receivers of data communications (such as telephones, faxes).

Computer Systems—Systems that include computer hardware, software, and people used to process data into useful information.

Facilities Space Executive Oversight Board (EOB)—The EOB was established March 1991 by joint order of the Under Secretary of the Air Force (SAF/US) and the Vice Chief of Staff of the Air Force (AF/CV) to centrally plan and manage office space for Air Staff and Secretariat functions. It is co-chaired by Administrative Assistant to the Secretary of the Air Force (SAF/AA) and Deputy Chief of Staff, Air and Space Operations (AF/XO).

Federal Property Management Regulation (FPMR, Title 41, CFR), Temporary Regulation D-76—

Established by General Services Administration (GSA), it pertains to the management of space and how the space delivery process occurs between GSA and all Federal agencies. It focuses on space assignment and utilization emphasizing the development of agency space requirements, GSA-agency communications and calculation of the utilization rate based on the number of personnel authorized rather than the number of workstations in assigned space.

Leased Space—Any space used by, but not held “in fee” by the Air Force (for example, General Services Administration-controlled space), space permitted to the Air Force by another federal agency, or space directly leased by the Air Force.

Major Staff Office—As used in this instruction, this term applies to all HQ DAF two-letter organizations and comparable offices.

National Capital Region (NCR)—The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in Maryland; and Arlington, Fairfax, Loudoun and Prince William Counties, plus the cities of Alexandria, Fairfax, and Falls Church in Virginia. For the

Administrative Space Report only, the National Capital Region also includes Quantico Marine Base, Fort George G. Meade, and DoD-occupied facilities at Baltimore-Washington International Airport. Defined in DoD Instruction 5305.5.

Net Usable Square Feet—The area measurement is generally shown on floor plans available from GSA sources for leased space, SAF/AAOF for Pentagon space, or from the Civil Engineering Drafting Section at a military installation. Net usable square footage is the measurement from the inside finish of the exterior wall to the office side of the corridor wall or permanent partition (or to the center of the partition that separates the area from the next one). Make no adjustments for columns or for projections. Do not include as usable square footage building facilities such as employees' restrooms, stairwells, public corridors, elevator shafts, janitor closets, space for mechanical or telephone equipment, etc.

Occupiable Area—Buildings or portions of buildings that are suitable for federal agencies to carry out their assigned duties. This space may be used for offices, storage, specialized use, or a combination of any of these.

Open Work Station—That portion of an open office space area allocated to an individual to accommodate the furniture and equipment needed for performing his or her work, plus a share of the adjacent aisle.

Primary Office Area—Space suitable for office operation. The space may include a large open area or may be partitioned into rooms. Examples of office space include: conventional offices, meeting rooms, training rooms, private corridors, closets, and similar areas that have internal office partitions, and supply rooms when used for office space. Excluded are subareas, such as public corridors, stairwells, and restrooms. For the purpose of listing space requirements on DD Form 1450, **DoD Space Requirements Data--Part I-Summary** and DD Form 1450-1, **DoD Space Requirements Data--Part II-Detailed Space Requirements**, an office is subdivided into "private work stations," "open work stations," "unit equipment" and "administrative support space."

Private Work Station—A room occupied by one principal, or in some instances, by a principal and secretary.

Relocation Costs—All costs associated with relocating the activity; for example, permanent change of station cost, moving cost of furniture and equipment, cost of necessary construction, communications-computer systems, and local area network connectivity.

Special Purpose Space—Space that is completely or predominantly tailored to a specific function and is not generally suitable for functions of other agencies. Examples are laboratories, medical facilities, dining halls, dark rooms, communications-computer systems rooms with special air conditioning, conference and classrooms with special architectural features or equipment needs, industrial operations with installed equipment (printing plant), etc.

Storage Type Space—Suitable space for storing supplies, equipment, records, materials, etc. Storage space does not provide a suitable environment for an office operation. It includes (but is not limited to) closets, unconverted attic and basement areas, sheds, unimproved lofts and building cores, areas with minimal heating and lighting, inside parking, and space built for warehousing and record storage. (In GSA buildings, GSA assigns storage space according to FPMR Temporary Regulation D-76.) At base level, this category should coincide with data shown on the AF Form 7115, **USAF Real Property Inventory Detail List**. Storage space in the Pentagon is identified on a case-by-case basis.

Unit Equipment—Items of furniture and equipment housed in office space that are not assigned to any

one work station; for example, bookcases, coat racks, office machines, safes, file cabinets, tables, etc., not used exclusively by one person.

Washington Metropolitan Area—Includes the NCR and the cities of Rockville, Takoma Park, Bowie, Gaithersburg, and Greenbelt in Maryland.

Attachment 2

SPACE ALLOWANCE TABLE

Space Category/ Types of Space	Assignment	Space Allowances (Square Feet (SF))		
		DoDI 5305.5*	EOB+	PURDI*
P-1	Secretaries of Military Departments	600	600	600
	Chiefs of Military Departments	600	600	600
	Under Secretaries of the Military Departments	600	600	600
	Vice Chiefs of Military Departments	600	600	600
	Assistant Secretaries of Military Depart- ments	600	600	600
	General Counsels of the Military Departments	600	600	400**
	Directors of Defense Agencies	600	600	600
P-2	Deputy General Counsels of the Mili- tary Departments	400	400	300**
	Assistants to the Secretaries of Military Departments	400	400	400
	Deputy Under Secretaries of Military Departments	400	400	400
	Deputy and Assistant Chiefs of Military Services	400	400	400
	Heads of Directorates, Agencies, Com- mands, Bureaus, and Offices reporting directly to positions in P-1 category	400	400	400
P-3	Senior Executives Service (SES) posi- tions not previously listed	300	300	300
	Brigadier General positions and above, or comparable positions	300	300	300
	Deputies to positions in P-2 category	300	N/A	300
P-4	Directors in Grades GS/GM-15/14, Colonel, Lt Colonel, or comparable requiring private offices	N/A	200	N/A
	Division Heads in Grades GS/GM-15/ 14, Colonel, or comparable requiring private offices	200	200	175
	Division Heads in Grade Lt Colonel	N/A	200	N/A
	Branch Heads in Grades GS/GM-15/14, Colonel, or comparable reporting to positions in P-3 category and require private offices	200	N/A	175

Space Category/ Types of Space	Assignment	Space Allowances (Square Feet (SF))		
		DoDI 5305.5*	EOB+	PURDI*
P-5	Deputies to Positions in P-3 category requiring private offices	200	N/A	175
	Division Heads in Grade GS/GM-13, Lt Colonel, or Comparable requiring private offices	150	N/A	128
	Branch Heads, Deputies to positions in P-4 category, in Grades GS/GM-15/14/13, Colonel, Lt Colonel, or comparable reporting to positions in P-4 category and requiring private offices	150	N/A	128
	Professional or administrative personnel in Grades GS/GM-15/14 or Colonel requiring private offices	150	N/A	128
	Lawyers in the Grade GM-15	N/A	150	N/A
P-6	Branch Heads in Grade GS-12, major, or comparable requiring private offices	100	N/A	161
	Professional, administrative personnel in Grades GS/GM-13, Lt Colonel, or comparable requiring private offices	100	N/A	161
O-1	Division Heads in Grade GS/GM-13 or Lt Colonel or comparable	90	N/A	250
	Branch Heads in Grades GS/GM-15/14/13, Colonel, Lt Colonel or comparable	90	N/A	183
	Professional or administrative personnel in Grades GS/GM-15/14 or Colonel	90	100	161
O-2	Branch Heads in Grade GS-12, Major and below, or comparable	60	100	161
	Professional or administrative personnel in Grade GS/GM-13, Lt Colonel	60	100	183
	Unit Supervisors in Grade GS-9, E8, WO-01, or above, who supervise six or more employees	60	100	110
	Professional and administrative personnel in Grade GS-7, E8, WO-01, or above	60	100	84
	Unit Supervisors in Grade GS-8, E7, or below, who supervise six or more employees	60	100	84
	Clerical, stenographic, and all other personnel	60	100	66
	Contractor support personnel	60	60	66

Space Category/ Assignment Types of Space		Space Allowances (Square Feet (SF))		
		DoDI 5305.5*	EOB+	PURDI*
O-3		N/A	N/A	49
Other	IMA	N/A	10	N/A
Conference Room - 1 per Staff Agency Head		N/A	350	N/A
	8 People	150	N/A	Need
	10 People	200	N/A	Need
	14 People	375	N/A	Need
	24 People	500	N/A	Need
	25 People or more	500+10 per person	N/A	Need
Staff & Reception (Staff Office Head)		N/A	400	N/A
Reception	2 People	30	N/A	Need
	4 People	60	N/A	&
	6 People	90	N/A	Availability
	8 People	120	N/A	“ “
	Based upon average number of people that would normally be in the reception area at any one time			

* Net Square Feet (Circulation, up to 20%, is later added to total)

+ Gross Square Feet

** PURDI figures must be changed using the variance field.

Attachment 3

PENTAGON ALTERATIONS CRITERIA

<u>ALTERATION TYPE</u>	<u>MINIMUM TIME-IN-PLACE</u>
<u>Partitions (non-load bearing walls)</u> (Includes associated trim, finishes, immediate lighting, and power receptacles.)	
Install, move or demolish non-bearing partitions:	
Less than 50 Linear Feet (LF)	12 mos
51 to 200 LF	24 mos
Greater than 200 LF	36 mos
<u>Doors</u>	
Install, relocate or seal passage way	12 mos
<u>Wall Finishes</u>	
Paint existing walls, greater than 100 LF	24 mos
Covering existing walls with vinyl, paper or wood covering or applying acoustic paneling is NOT permitted.	
<u>Ceilings</u>	
Replace existing ceiling tiles	24 mos
Installing suspended ceiling	Not Permitted
Painting ceilings	36 mos
<u>Floor Finishes</u>	
Repair existing carpet (patch/replace individual tiles)	18 mos
Install new carpet/carpet tiles/resilient tiles	48 mos
<u>Window Treatments</u>	
Install, replace blinds or curtains	Not Permitted
<u>Electrical</u>	
Add, remove or relocate light fixtures	24 mos
Add, remove or relocate outlets	12 mos
Add additional power capacity	48 mos
<u>HVAC</u>	
Add or modify ductwork/diffusers	24 mos
Up-grade capacity (coils, fan systems, etc.)	Not Permitted
<u>Security</u>	
Modify existing SCIF areas	24 mos
Create new SCIF areas	48 mos

Furnishings, Automation, and Security Systems

When determining staff agency requirements, pay particular attention to furniture, carpeting and data automation systems. Use the following to determine if your procurement needs meet the following Air Force time-in-place guidelines.

ACQUISITION**MINIMUM
TIME-IN-PLACE****Furniture**

Conventional Furnishings	30 mos
Modular Furnishings	36 mos
Systems Furnishings	48 mos
Add minor components to existing systems	12 mos

Carpeting

Repair existing carpet (patch/replace individual tiles)	18 mos
Install new carpet/carpet tile or resilient tiles	48 mos

Data Automation

Add additional terminals to existing system	12 mos
Install new data automation system	36 mos
Install new multi-site LAN or other cabling systems	48 mos

Security Systems

Change or modify systems	6 mos
Install new systems	24 mos

NOTES:

Asbestos Abatement: Alterations requiring asbestos abatement will be carefully reviewed and will have to remain in place at least 12 additional months.

Safety Hazard: Safety hazards will not be constrained by these criteria and will be reviewed on a case-by-case basis.